MADERA COUNTY

DATA ENTRY OPERATOR

DEFINITION

Under general supervision, to operate electronic data entry equipment; to extract information and data entry from a variety of documents; to prepare information for input into a computer system; to enter and verify data; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operates electronic data entry and related equipment; organizes, sorts, arranges, and verifies the accuracy of input documents; reviews and verifies source documents for format, layout, and accuracy; maintains records; compiles and produces data processing related reports; performs a variety of office assistance and support assignments; participates in the printing, sorting, stuffing, and distributing of report forms; works with statistical information and reports; may assist with training new data entry operators.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of data entry.
Modern office practices, methods, and office equipment.
English usage, spelling, grammar, and punctuation.
Basic mathematical principles.

Skill to:

Operate modern office equipment including electronic data entry and related equipment.
Type and enter data at speed necessary for successful job performance.

Ability to:

Interpret a variety of source documents.
Perform responsible data entry work with accuracy, speed, and minimal supervision.
Perform repetitive work for extended periods of time.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those
contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some experience operating data entry equipment.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995